



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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March 14, 2005

In Reply Refer To:  
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EMS TRANSMISSION: 3/14/05  
Instruction Memorandum No. **CA-2005-025**  
Expires: 09/30/06

To: CDD District Manager, All Field Managers  
(*Attention - District/Regional and Field Office FMO's*)

From: State Director

Subject: 2005 Annual California Fire Preparedness Review

**DD: 04/25/05**

As the 2005 Fire Season approaches, it is once again time to plan for the annual Fire Preparedness Review. A comprehensive fire program preparedness review is essential in assessing the operational Preparedness of your District/Field Office's fire suppression forces for the upcoming fire season. Implementation of this annual review also fulfills the Director's requirement that is identified in the *Standards for Fire and Aviation Operations*, BLM Handbook 9213-1.

The 2005 Fire Preparedness Review will be conducted by the California State Office, Branch of Fire and Aviation. The CSO Fire Staff will utilize a small team of three to four personnel, compiled of State, District/Regional and Field Office personnel to participate in the review process and gain knowledge of other programs in the state. The Interagency Fire Preparedness Review format and software will again be utilized. It is expected to be a highly interactive fire station preparedness review with full participation of Bureau and Park fire personnel.

The Preparedness Review Team is in the process of being identified, once identified, membership for each District/Area will be sent out once finalized. The ability of the selected individuals to participate on their respective teams is important to the success of the preparedness review. To facilitate the effectiveness of this review process, participation in each field office by a District/Field Office Line Officer (or designee) and the District/Regional/Field Office Fire Management Officer, will be required. Please notify Gary Cardoza, of the CSO Branch of Fire and Aviation Management by **April 25, 2005**, to provide him the names of those participating from your field office.

I anticipate your cooperation in ensuring that these critical fire preparedness review requirements will be accommodated by you and your staff. Your support and participation in your unit's fire preparedness review will serve to further our mutual goal of line officer involvement in the Bureau's fire program.

The 2005 Fire Preparedness Review will focus on the following fire program areas:

- Fire Staffing Levels and Standards
- Individual Firefighter Evaluations
- Preparedness
- Physical Training/Fitness
- Firefighter Skill/Knowledge Evaluations
- Firefighter Annual Currency Training
- Fire crew Personnel Composition and Diversity
- Fire Program Management
- Firefighter Safety
- Fire Training
- Fire Equipment
- Fire Facilities
- Fire Drills
- Fire Qualifications
- IQS Completion

A records/document package needs to be developed at each station for each module, to include the following items:

- Record of last Pack Test
- Blood borne Pathogen Immunizations
- Ethics and Conduct
- Currency Training
- Current Staffing Plan
- Individual Training Records
- Physical Fitness Program
- SCBA Documentation, Training and Certification of users.

This package of information needs to be readily available for the review teams. Complete and accurate physical fitness records must be present at the stations as well. They will be reviewed for completeness, accuracy and currency.

California Fire Management Officers have been contacted concerning their responsibilities and involvement in the 2005 Fire Preparedness Review. The proposed station/office specific preparedness review dates are identified in the attachment. My objective is to have this review completed by California Field Offices no later than June 30, 2005.

It is essential that all District/Regional/Field Office fire resources (personnel and equipment), identified for review are at their assigned duty stations on the date scheduled for their inspection.

In addition to this scheduled fire preparedness review, the CSO Branch of Fire and Aviation Management will be conducting technical reviews of California BLM helicopter operations, and hot shot crews.

If you require any further information, please contact Gary Cardoza, California State Office, Branch of Fire and Aviation Management, at (916) 978-4434.

Signed by:  
James Wesley Abbott  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management

1 Attachment:  
2005 Preparedness Review Schedule (2 pp)

## **2005 California Preparedness Review Schedule**

### **California Desert District: May 16 thru May 23, 2005.**

May 17 - Travel Day  
May 18 - Olancho Fire Station  
May 19 - Salt Wells Fire Station  
May 20 - Hole-in-the-Wall Fire Station  
May 21 - Apple Valley Fire Station  
May 22 - Black Rock Interagency Fire Station  
May 23 - Close Out with District Manager

### **Central California Region: June 2 thru June 10, 2005.**

May 31 - Folsom Field Office  
June 1 - Topaz Fire Station  
June 2 - Conway Fire Station  
June 3 - Benton/Bishop Fire Station  
June 4 - Chimney Peak/Kennedy Meadows Fire Stations  
June 5 - South Fork/Kernville Fire Stations  
June 6 - Midway Fire Station  
June 7 - Bakersfield Field Office Fire Resources  
June 8 - Hollister Field Office

### **NORCAL East: June 20 thru June 24, 2005.**

June 20 - Travel to Alturas  
June 21 - Cedarville Fire Station  
June 22 - West Valley Fire Station  
June 23 - Ravendale Fire Station  
June 24 - Susanville Fire Station (Close Out)

### **NORCAL West: June 28 thru June 30, 2005.**

June 28 - Redding Field Office  
June 29 - Arcata Field Office - King Range Fire Station  
June 30 - Ukiah Field Office

Close out for Central California and Northern California Field Offices will be with each Field Office Manager after respective stations have gone through the review. Field Office Managers are invited to station reviews.

### **Hotshot Crew Preparedness Reviews - 2005:**

May 25 - Diamond Mountain Hotshot Crew, Eagle Lake F.O.  
June 6 - Kern Valley Hotshot Crew, Bakersfield F.O.

**Aviation Preparedness Reviews - 2005: Chris Parkan**

May 21 - Apple Valley Helitack Crew, Apple Valley F.S.

May 28 - Keene Helitack Crew, Keene F.S.

June 23 - Ravendale Helitack Crew, Ravendale F.S.

**Communication Center - Dispatch Reviews - 2005:**

All communication centers were reviewed during the National Review in 2004.

*Communication/Dispatch Centers are reviewed on an every-other-year rotation.*